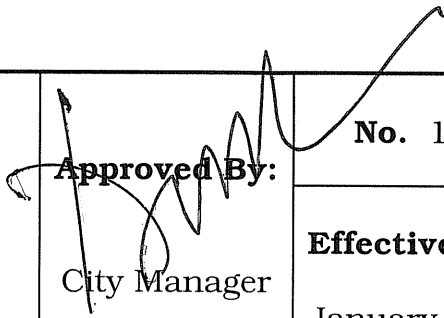
	ADMINISTRATIVE ORDER	Approved By:  City Manager	No. 17
		Effective Date: January 1, 2007	
Subject: Private Fireworks Displays			

A. Purpose.

In addition to the annual July 4th City-sponsored fireworks displays, there are some regularly-held privately-sponsored (non-City-hosted) displays by local country clubs on their club properties. All of these displays require a permit pursuant to the Fire Prevention Code of the City.

More recently, there have been requests for fireworks displays by other private entities wishing to use public facilities to launch the displays.

The purpose of this Administrative Order is to establish a procedure that delineates requirements for any non-City-sponsored fireworks display to be held, including a timetable for each step of the approval process. Additionally, the procedure will identify who is responsible for notification of the neighbors regarding the displays.

B. Policy.

1. For any desired fireworks display in the City of Highland Park, an application for permit from a pyrotechnics distributor licensed by the Illinois Office of the State Fire Marshal pursuant to the Pyrotechnic Distributor and Operator Licensing Rules (41 Ill. Adm. Code 230) shall be submitted, with the appropriate fee, to the Fire Prevention Bureau of the Highland Park Fire Department no later than 45 days prior to the proposed display. The application shall contain:
 - a. Proof of possession of an Illinois Pyrotechnic Distributor License in accordance with 41 Ill. Adm. Code 230;
 - b. Identification of the Lead Pyrotechnic Operator that will supervise the set-up and firing of the display, and proof of that person's possession of an Illinois Lead Pyrotechnic Operator License in accordance with 41 Ill. Adm. Code 230;
 - c. Proof of the Pyrotechnic Operator's company's insurance of not less than \$1,000,000 in product liability insurance, \$1,000,000 in general liability insurance, and workers' compensation insurance, as required pursuant to the Pyrotechnic Distributor and Operator Licensing Rules (41 Ill. Adm. Code 230) and Pyrotechnic and Consumer Display Permitting Rules (41 Ill. Adm. Code 235);

- d. Identification of any assistants to be used, and proof that those assistants are at least 18 years old;
 - e. A site plan/map;
 - f. A listing of the specifics of the display (numbers, types and sizes of shells);
 - g. Proof that the property owner has no less than \$1,000,000 liability insurance; and
 - h. A copy of the letter to be sent to neighbors notifying them of the display should the application be determined to be acceptable (See 3.b., below).
2. After receipt of the application, the Bureau of Fire Prevention shall evaluate the application to assure the above items are complied with and, in addition, shall:
 - a. Assure the proposed set-up and display meet the National Fire Protection Association (NFPA) Standard 1123 in all aspects, including display, buffer distances, clearing distances, safety rules, and operations; and
 - b. Inspect the proposed launching site.
 3. Within 20 days of receipt of the application, the Fire Prevention Bureau shall advise the applicant in writing of one of the following:
 - a. The application is denied and the reason; or
 - b. The application is preliminarily approved, and proof of written notification about the fireworks display to the neighbors within at least 1000 feet from the property where the launch is to take place must be submitted within 15 days for final approval and permit issuance. The listing of neighbors' names and addresses may be provided by the Fire Prevention Bureau if such is needed by the applicant. Such notification may be on a form letter provided by the Fire Prevention Bureau (Attachment A), and must include:
 - Date of the display, and expected starting time
 - Identification of the owner of the property
 - Identification of the host of the event
 - Anticipated length of time of the display
 - General location of the launch site
 - Contact information so that questions may be addressed

Notification to the applicant that the application is preliminarily approved shall also include advisement, if appropriate, that standby Fire Department personnel, and possibly firefighting equipment, will be required, with the cost for such personnel and equipment to be borne by the property owner.

4. Proof of written notification to the neighbors (sworn affidavit indicating the letter was sent and to whom, or a receipt from the post office along with a listing of recipients), as well as a copy of the letter, must be submitted to the Fire Prevention Bureau within 15 days of the notice to the applicant that the application is preliminarily approved. Upon proof of written notification, and provided that there are no changes in the existing

conditions or the situation under which the preliminary approval was granted, the Bureau of Fire Prevention may issue the permit.

The following table may be utilized as a worksheet to establish a timetable for any proposed private fireworks display in the City.

Private Fireworks Display Approval Deadlines		
Proposed Date of Event →		/ /
Initial Application Due	minus 45 days from event date	/ /
FPB Response to Applicant	plus 20 days from application receipt	/ /
Proof of Neighbor Notice by Applicant	plus 15 days from FPB Response	/ /
FPB Issues Permit		/ /

C. Interpretation.

All questions pertaining to the meaning or applicability of this policy should be submitted in writing to the Office of the City Manager. The City Manager's Office will provide a written interpretation to all departments, which will serve as a supplement to this policy.

Attachment A – Letter Template for Neighbor Notifications

Dear Neighbor of *[Fireworks Launch Property Name or Address]*:

This letter serves to inform you that *[Name of Event Host]* has submitted an application to the City of Highland Park to conduct a private fireworks display at *[Fireworks Launch Property Name or Address]*, which is owned by *[Property Owner Name]*, on *[Day]*, *[Date]*. The approximate start time for the display on this date is *[Start Time]*, and the display is expected to last for approximately *[Length of Display]*. The actual launch site on the property will be *[Specific Site on Location]*.

The City's Bureau of Fire Prevention has evaluated the application, and has found that the application and proposed display complies with all relevant Illinois Statutes, City Ordinances, and Highland Park Regulations. Therefore, the permit is expected to be issued approximately one week prior to the event.

If you have any questions related to this event or the fireworks display, please contact *[Contact Name]*, *[Contact Title or Description]* as follows:

[Contact Name], *[Contact Title or Description]*
[Contact Street Address]
[Contact City, State, Zip]
Phone: *[Contact Phone Number]*
Fax: *[Contact Fax Number]*
E-Mail: *[Contact E-Mail Address]*

If you have any questions for the Bureau of Fire Prevention, you may contact the Bureau at (847) 926-1075 or at Fire@cityhpil.com.

Regards,

[Sending Party and Title]

Sample Neighbor Notification Using Template

Dear Neighbor of the Highland Park Country Club:

This letter serves to inform you that the John Doe Society has submitted an application to the City of Highland Park to conduct a private fireworks display at the Highland Park Country Club, which is owned by the City, on Saturday, February 30, 2006. The approximate start time for the display on this date is 7:00 pm, and the display is expected to last for approximately 30 minutes. The actual launch site on the property will be in the center of the old driving range, north of the parking lot and along the east property line of the country club.

The City's Bureau of Fire Prevention has evaluated the application, and has found that the application and proposed display complies with all relevant Illinois Statutes, City Ordinances, and Highland Park Regulations. Therefore, the permit is expected to be issued approximately one week prior to the event.

If you have any questions related to this event or the fireworks display, please contact Joe Smith, Fundraising Event Chairman as follows:

Joe Smith, Fundraising Event Chairman
P.O. Box ABCDEF
Bakerland, IL 99999
Phone: 555-555-5555
Fax: 666-666-6666
E-Mail: joes@johndoesoc.org

If you have any questions for the Bureau of Fire Prevention, you may contact the Bureau at (847) 926-1075 or at Fire@cityhpil.com.

Regards,

Joe Smith, Fundraising Chairman